



## **CJIS Executive Committee Meeting**

Thursday, June 12, 2008 1:15pm – 3:15 pm  
State Capitol – Ft. Totten Room, Bismarck, ND

### **Executive Committee Members Present:**

Charles Placek, Nancy Walz, Keith Witt, Julie Lawyer, Darrel Vance, Dave Kleppe, Glen Ellingsberg, Jerry Kemmet,

### **Others Present:**

Gordon Christensen, Amy Vorachek, Teri Evenson, Sue Davenport, Pam Schafer

### **Not Present:**

Kelly Janke, Russ Timmreck, Sally Holewa

#### **1. Approve Meeting Minutes**

Nancy Walz moves to approve, Julie Lawyer seconds. Motion approved

#### **2. SAVIN Program Manager – Amy Vorachek**

- ✓ Amy thanks all for having her. She started on the 2<sup>nd</sup> of June, and had 3 days of NIEMS training. She is starting to work on the project plan. This will take a few more weeks. She would like some input on the SAVIN governance committee. Her handout lists the members (email to Darrel after the meeting). She has a spot for suggestions and ideas. Debbie was listed. Amy called and she doesn't have a lot of flexibility with her schedule. DOCR, Amy was the contact and we will need to fill that spot. Law enforcement had Troy Fleck and he is willing to continue. Are there other jail managers to get involved? NDAC, Terry Traynor was out yesterday. Would you like to keep him in? Since the SAVIN endeavor is going to involve sex offender registration, we should have a representative from the AG's office. We need some players that have some buy in for a good strong strategy with SAVIN. Glenn said both Tracy and Dick would do a great job. Grand Forks just hired someone out of MN. Glenn thinks he would lend a lot since he is familiar with the process. He would have buy-in. Chuck thought we could hold these meetings over IVN. Amy agreed that would work fine. Nancy reminded we also have point to point video software. In case of Debbie, we could have her participate. Amy said Debbie is interested and Cass County has high crime. NDAC, Terry is a good facilitator and is technically helpful as well. Jerry recommended Lonnie Grabrowski. How do feel about having Governor's Office representation on the governance committee? The issue there is scheduling. Amy doesn't feel strongly one way or the other. Political realities, we are going to move into session- the broader political support you have, the better chance of passage. We could offer an invitation and see if they are interested. We

don't know if we need them on the board but we need to keep them informed. Maybe check with Vonette Richter or the chair and ask how they would like to be involved. Is there a need for city law enforcement? There are no city jails in ND. We don't have city representation. Darrell said most of the jails are contracted to the county. Lisa will be the liaison with the Governor's Office. They are supportive at this point and need to be kept in the loop. We need to put it out there and let them decide. If we do have a rep at every meeting, we would have an ally. *Amy will contact them.* NDCAW'S - Shelly was a good asset but has moved. *Amy will ask Janel to see if someone is there to take over.* The vendor is coming in the second week in July. With jails, *Amy will contact the Grand Forks administrator.* Dick Johnson supports SAVIN but has not been able to attend meetings. If there are other jail administrators, let Amy or Pam know. Whoever takes over Amy's position will be the person to represent the DOCR.

- ✓ We are starting on the project plan, hoping to complete by this fall. There will be a 3 month lag after signing the contract and a month to see it coming on board. Chuck is looking for a way to go somewhere and find out who is in jail and why. If that can be accomplished, before we enter into the contract, it is something we want to understand. What fields we are sending and what we are getting back? To add fields later could get costly. Do you see value in that? That data would get sent back and we could potentially pull it out of the hub. We've already asked for that. Data that goes into SAVIN is only 25% of total jail population. We'd be taking total jail population every 15 minutes, even if they are not a victim. One thing we've done is to have an interface in the proposal. We've asked them to provide us with the data fields. They seem to be telling us they can do anything we ask for. When we get to that part of the project, we may need a sub project to review the data requirements. Anytime you have questions or want to provide input, contact Amy 328-1108 or Pam at 328-1106.

### **3. Project Status Report**

- ✓ Pam handed out copies
- ✓ Gordon reported that the CJIS Portal 2.0 was on hold and is now progressing smoothly. Last week we had NIEM training by IJIS. We had about 12 people participating and it was successful. SAVIN requires NIEM conformance. After training, we had a meeting with the developers. It will be a straightforward endeavor to make Portal 2.0 NIEM conformant. It is a good change.
- ✓ Local law enforcement integration is in testing phase and will go into production in early July.
- ✓ Bismarck PD will be implemented after Portal 2.0. We are waiting for a prerequisite before we move forward.
- ✓ Cruiser project is gaining traction. We are ready to pilot that in a real environment shortly. We will develop a training plan and installation plan for different agencies. We will add 3 more agencies. In August, it should be available to everybody. We will be able to schedule 4 agencies per month. Gordon has heard from 5 agencies expressing interest. Darrel will be the 6<sup>th</sup> agency to respond. If you have an air-card, you will not need Cruiser. This is strictly for offline. Darrel is now putting VPN in his cars and can run air-cards in town. It has been working well most of the time.
- ✓ Pam received an email from Scott on the IJIS Study's status that he is working on it. When she gets the study, we will meet with the board and

discuss the recommendations.

- ✓ We are going to APRIS in Louisville on June 23<sup>rd</sup> and 24<sup>th</sup>.

#### **4. 09-11 Projects**

- ✓ Ties in with budget that Pam handed out. This is the 07-09 and proposed 09-11 budget and a draft of the detail of projects and initiatives that are outlined in the project costs.
- ✓ Homework was to go through the projects and rank them. We had 21 projects to rank. The scores were weighted and the top 13 are what Gordon and Pam decided for priority. This was dependant on the FTEs and budgets. It is aggressive but Pam would rather be aggressive than not have enough projects. One or 2 could fall off and we would still have a job well done. Pam went over the top 13 and explained each project.
  - i. Will we be making the portal environment more mobile capabilities? Pam said it would work right now. Dave noted it is not really designed to do a traffic stop and run a license check very quickly. The system is designed to run a person. This is something to keep in mind for future projects in the portal. Maybe this is something Gordon can look into. When we start that project, we will gather requirements to make this more user friendly. With 2.0 enhancements, we should be able to take any record type and add to CJIS for the same amount of money.
- ✓ With our board meeting, the board recommended we put some money in our budget for federal monies. The line was put in another place on the first sheet. We are looking for spending approval.
- ✓ We will have another special line for SAVIN. You don't see the SAVIN budget in here. It will go into the base of ITD.
- ✓ Next biennium minus the expenditures of this biennium, we should apply to enhancement grants. We will need maintenance money. Maintenance costs have to come from somewhere, this is not enhancements. We will have to ask for general funds and the 6 months of whatever isn't covered. We will have more federal funds than general. We are funding 4 FTEs; Amy's position will go to the SAVIN budget. Pam also increased for 15 hours per week for temporary/administrative staff. By rule, Amy's position has to come by the next session. You will see 2 line items, a CJIS figure and a SAVIN figure. The board has looked at the proposed budget. They didn't have a lot to state. Next step is the comments and suggestions from this group. There is no court project listed. It was removed because the RFP in the court project will likely not be ready. They won't have that software installed or up and running until the very end. There is a possibility that we could do some design work but it will come in the 11-13 biennium.

#### **5. Administrative Rules**

- ✓ We now have a draft, Pam handed out. History on this, we have a quick meeting with Pam, Chuck and Mike. They took that draft and emailed down to Keith for comments. This did go before the board and their comments have been added. The changes that occurred were in the 201 series, page 3. Some of the changes were on the first line. The board asked to remove the words, "authorized users". Line 2, what the definition of a criminal justice agency has been matched to code. In section 2, we had Pam's comments on agency agreement. In line 3, we get into the individual users. Chuck suggested to add the words, "by CJIS staff" at the end. Next page

gets into if they are denied. So only the appeal would come to this committee. All agreed. Section 4, terminating access and change the numbering on provisions. We started with every 3 years to review users. We should be putting users into notification system so when we have an arrest, we are notified. We should verbalize that in here. Pam said we don't need that in here. With our notification, we have the right to notify the agency. Discussion on how we worked this and what the termination/suspension processes are. We also need to address deferred sentences. If someone has been arrested and not convicted, would we deny access? All say yes. Any violation of the agreement, that users are required to sign for the agency, would also be grounds for denial. This is covered. Pam and Chuck will make those modifications and send those out. The board would like to see this again to vote on it. We could agree to this process without having administrative rules. Nancy would like to see the staff follow these rules. We would have the agency bring in a list of who was denied and why. Just a simple report with the number of applicants and number of denied. Please get comments to Pam so we can take this to the board and finalize.

#### **6. Background checks CJIS users**

- ✓ It was requested to change the time frame of the background checks of portal users from 3 years to 5 years. Portal notification of ND hits to CJIS staff will go live in approximately a month or two. Requesting a motion to remove or change the background check to 5 or something else? Law Enforcement members think it should be done 5 years. **Darrel moves for making the change to 5 years, Keith seconds, motion approved.**

#### **7. State Radio Update**

- ✓ Russ Timmreck was unable to attend. Dave said State Radio is working on CAD specs. Russ is retiring Aug. 1<sup>st</sup>.

#### **8. Review CJIS Hub user requests**

- ✓ None

#### **9. Other**

Next 2 months of meetings: August is NDPOA convention. Maybe we could combine July and August. We could plan a point to point in the future. We will keep it as scheduled and see how the July meeting goes to determine if we hold one in August.

Glenn asked about the VPN decision. Pam told us the board has taken the approach to monitor usage for a month, and then move forward.

**Meeting adjourn, motion from Darrell, Jerry seconds, adjourned 2:44 pm.**